

441—105.17(232) Case files.

105.17(1) *Generally.* For the purpose of promoting a uniformity of program for all facilities and as an aid to the department of human services in determining its approval of a facility all facilities shall establish and maintain for inspection case files on each child.

105.17(2) *Face sheet.* For all children, a face sheet containing the following information shall be completed.

- a. Full name, current address, and date of birth.
- b. Parent's(s') full name(s).
- c. Parent's(s') address and telephone number.
- d. Religious preference of the child and also parent, if available.
- e. Statement of who has legal custody and guardianship.
- f. Name of referring worker and agency making the referral.
- g. Telephone number and address of referring agency or court.
- h. Name, address, and telephone number of the child's attorney.

105.17(3) *Written summary.* When a written summary has been requested under 441—105.12(232), a copy shall be placed in the child's record.

105.17(4) *Documentation.* The following information shall be documented in each child's record:

- a. Appropriate notes on all significant contacts by staff with parents, referral person and other collateral contacts.
- b. A summary related to discharge including name, address, and relationship of person to whom discharged.

105.17(5) *Other information.* The following information shall be requested when the child remains in the facility more than four days and, when available, placed in the child's record.

- a. Current family history or social history.
- b. Case plans submitted by the referring agency or orders of the court.
- c. Psychological and psychiatric records; copies of all available testing performed plus notes and records of contact with the child.
- d. Medical.
 - (1) A record of all illnesses, immunizations, communicable diseases and follow-up treatment.
 - (2) Medical and surgical authorization signed by the parent, guardian, custodian or court.
 - (3) A record of all medical and dental examinations including findings.
 - (4) Date of last physical examination prior to placement.
- e. School.
 - (1) Name and address of school attended.
 - (2) Grade placement.
 - (3) Current school in which child is enrolled.
 - (4) Specific educational problems.
 - (5) Remedial action.
- f. Placement agreement, court order, releases.
 - (1) Agreement shall authorize the facility to accept the child.
 - (2) The agreement shall set forth the terms of payment for care.
 - (3) Medical release authorizing emergency medical and surgical treatment, including the administration of anesthesia.
 - (4) All releases and authorizations shall be signed by the parent or legal guardian.
 - (5) All court orders affecting the custody or guardianship of the child.